

BHBI	Procedure
EOTC	NAG 1

Rationale

Children learn by enjoying experiences appropriate to their needs and environment. Varied experiences are necessary for maximum development, and all learners should be given opportunities to explore the world outside the classroom.

Purposes

EOTC programmes at Blockhouse Bay Intermediate School will be designed to:

1. Enhance learning, through a variety of well-designed, first hand experiences.
2. Provide experiences for learners that encourage awareness of the values
 - a. and philosophy of the tangata whenua, along with other cultures within the
 - b. school community.
3. Increase learners' knowledge, understanding, and appreciation of the
 - a. school area, local district, and other places, including some unfamiliar
 - b. places.
4. Develop learners' skills in observation, recording, reporting, and organisation.
5. Help learners develop self-confidence and a sense of adventure.
6. Assist learners in their social development by placing them with others in
 - a. unfamiliar situations.
7. Help learners develop an attitude of responsibility, particularly towards their
 - a. own safety and that of others.

Guidelines

Blockhouse Bay Intermediate School will:

1. Ensure, where possible, that children are not excluded from participation in school wide EOTC programmes for financial reasons and work to overcome other barriers to student/staff participation.
2. Follow Ministry of Education regulations and guidelines on safety and supervision risk management, leadership, and legal requirements.
3. Ensure adequate on-going training for all staff involved in EOTC.
4. Consult with parents and caregivers, giving at least one week's notice of day trips, and advising them of longer trips at least one month in advance.
5. In the interest of safety, not allow non BBI students of any age to accompany adult helpers.
6. Ratios must be adhered to in accordance with Ministry of Education requirement or Industry Best Practice.
7. In the case of an accident an Incident Report is to be completed and the line of communication carried out according to procedure.

Environmental awareness is an important aspect. Any area visited must be left tidy or tidier on departure – flora and fauna must be respected;

Ensure that camps/outdoor pursuit programmes include an element of fun, time for reflections, a focus on the development of self esteem, and the opportunity to develop group skills, through various adventures, challenges, and co-operative experiences.

Procedures

Any trip beyond the school gates must have approval by the Whanau leader/EOTC Coordinator/Principal/Board.

- All trips including day trips, teachers to sign the rams form as been read. Email rams to all teachers involved in trips and they must come to the office to sign that they have read them.
- EOTC police vet must be done on all volunteers for overnight trips
- All relevant paper work must be completed and checked off by the teacher in charge of the trip, EOTC Co-ordinator / Principal and Board delegate, where necessary (all overnight trips must be signed off by the approved Board delegate).
- At least two weeks prior to departure ALL RAMS must be completed and all staff involved in the trip are to have sighted and acknowledge these by signing the document. A detailed budget is to be seen by the BOT delegate.
- One week prior to the trip all medical forms, inclusive of the staff and parent forms, are to be sighted and signed off by the Principal and then Board delegate. On completion of all trips a financial re-conciliation is to be completed by the lead staff member / EOTC co-ordinator and tabled at the BOT meeting along with a brief trip evaluation.